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REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
0	Original	JLA	12/23/2003
1	Clarify and remove courses	JLA	03/22/2005
2	Add AIR-510 and correct spelling errors	RDB	04/01/2006

REFERENCE DOCUMENTS	
Document Number	Document Title
QMS 200	AMA-200 Quality Systems Manual

PREFACE

This policy is intended as a tool for personnel of AMA-220 to use when administering Distance Learning (DL) programs.

1. Introduction

The AMA-220 DL process was developed to standardize the management procedure. The process is designed for one or more of the following purposes:

- to provide all personnel with a standardized procedure;
- to provide all personnel with a tool to improve their processes;
- to meet contract/mandatory/statutory/regulatory requirements.
- to ensure coordination with all required elements.

2. Purpose

This document describes the procedure to be followed for the administration of the AMA-220 DL Courses.

3. Scope

This procedure shall apply to all branch DL courses identified on the "W" drive.

4. Definitions and Acronyms

AIR-500	Planning and Program Management Branch
AIR-510	Planning and Financial Resources Management Branch

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DL	Distance Learning
“W” Drive	Courseware curriculum drive containing course materials ie: lesson plans, participant guides, and visuals.

5. Flowchart

There is no flowchart required for this document.

6. Responsibilities

6.1 The Manager within AMA-220 is responsible for:

- 6.1.1 Assigning appropriate personnel for DL.
- 6.1.2 Insuring all documents are completed.
- 6.1.3 Insuring coordination with appropriate Branches.

7. Detailed Process

7.1 INPUT REQUIREMENTS:

- 7.1.1 Annual National call for training.
- 7.1.2 Special Training requirement from AIR-500.

7.2 ACTUAL PROCESS:

- 7.2.1 Course Managers are required to maintain and administer the DL segment of the class using this process and the users manual for each course.
- 7.2.2 All documents affecting DL product/service quality must be reviewed, dated and approved by the appropriate authority. Documentation revision resulting in continual improvement is encouraged.
- 7.2.3 All documentation shall be legible, understandable and clearly identified as to its purpose.
- 7.2.4 Documents may be either hard copy or electronic in nature and may be identified by their title, product number, date of issue, revision level, identification of the issuing authority and approval signature. At a minimum, all documents are dated and signed in some way to identify the issuing authority.
- 7.2.5 Procedures, dealing with the AMA-220 DLcourses are also controlled. They are dated and authorized and the User guides are in the course document file of the “W” drive.

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8. Revision:

- 8.1 Revisions to existing documents are reviewed by the course manager who may revise or reject the draft. Revisions made by handwritten corrections must be signed and dated.

9. Approval:

- 9.1 Changes are reviewed and approved by the same function or department that approved the initial document, unless specifically designated otherwise. Before approval; all documents will be reviewed for adequacy, correctness and conformity to already-established quality policies. Documents that require more than one approval signature have preprinted signature boxes or indicate the required number of signatures in some way.

10. Issuance:

- 10.1 A document is considered to be formally issued when it is authorized with the required approval signatures and dates and placed at locations where that documented procedure is being performed.
- 10.2 Revisions are distributed to the same personnel and locations as the original issues. The recipient is authorized to remove and destroy the old, superseded version of the document and place the revised document in its place.

11. Master List:

- 11.1 A Master list of controlled document can be found in the applicable section of the Quality Manual. The list identifies each issued document by its title, product number, and date of issue.

12. Inter-department documentation

- 12.1 The DLprocedure requires the interaction of AMA 220 and AIR 510 branches. Therefore, the documentation received from AIR 510 is reviewed by each responsible course manager. The review includes correctness and completeness of the information, identification of all changes, correctness of any revisions and approval of the issuing authority. If any ambiguities or errors are detected, the appropriate branch is notified for disposition.

13. Historical documents and archives:

- 13.1 Documents that are obsolete or retained for preservation of knowledge or legal reasons are identified in some way and are kept

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separate from active documents. Cabinets or databases containing archived documents are segregated from those containing active documents and are suitable labeled. When a document from the archives needs to be reactivated it must be reviewed, approved and released in accordance with the same procedure that applies to newly established documents.

14. Document in Electronic Media

- 14.1 All document control requirements equally apply to electronic documentation. Approval and authorization is evidenced by name, initials, date, or electronic signature of the issuing authority. All documents of electronic nature are identified with a revision level and/or date of issue. Obsolete documents are removed from the general system and are stored on disks or in secured directories, accessible only by authorized personnel.

15. Uncontrolled Documentation

- 15.1 Documents issued to personnel and outside parties for information purposes are considered UNCONTROLLED. Such documents are not followed up with revisions and are not governed by this documented procedure.

16. Quality Review

- 16.1 Qualified, internal auditors will review the status of AMA-220 DL programs during regularly scheduled audits of all AMA functions.
- 16.2 Any problems or trends identified during these audits or through other means will be addressed by management.

17. Quality Records

- 17.1 Quality Records for this document are maintained in files at the Branch or in the "W" drive. These records shall be generated and managed in accordance with AMA-200 Quality Records procedures
- 17.2 All records kept electronically will be maintained by AMA-200.